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3 October 1951

MEMORANDUM FOR: Director/Personnel

FROM: Executive Secretary/Career Service Committee

SUBJECT: Career Service Working Groups

REFERENCE: Memo from General Davison entitled, "Career Service Committee" 28 September 1951

1. At its meeting on 1 October the Career Service Committee decided to setup five working groups referred to in paragraph 3 of reference. These working groups will be concerned with the following subjects:

- a. Trainee
- b. Employee Rating
- c. Rotation
- d. Career Benefits
- e. Extension Training

2. The Committee also decided to invite the Personnel Office to participate in the working groups on Trainees, Employee Rating, Rotation, and Career Benefits (a,b,c, and d above).

3. It would be appreciated if Personnel Office would nominate a representative to take part in each of these four working groups and inform the undersigned prior to Monday, 8 October.

For the Career Service Committee


Executive Secretary

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Dist:

- 1&2 Addressee
- 3 General Davison

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